

MADERA COUNTY

DEPUTY RESOURCE MANAGEMENT AGENCY DIRECTOR

DEFINITION

To assist the Resource Management Agency Director in planning, organizing, and managing the functions, operations and programs of the Resource Management Agency of the County of Madera; to provide executive level staff assistance; and to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Deputy Director is designated as a department head and is appointed by, and serves at the pleasure of, the Board of Supervisors. The Deputy Director reports directly to the Board of Supervisors, through the Resource Management Agency Director and is responsible to assist in all duties as prescribed by State law, local ordinances and directives associated with the functions of the Resource Management Agency, which includes the planning, public works, and environmental health functions.

SUPERVISION EXERCISED

Exercises direct supervision over management, professional, technical and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assists in planning, organization, direction and coordination of programs, activities and operations of the County's Resource Management Agency, which includes road, public works, building, planning and environmental health functions; recommends and maintains goals, objectives and plans for carrying out the functions of the Agency; implements improvements, determines and recommends plans for establishing new service programs or major changes in methods or levels of service delivery; analyzes and evaluates program results as related to objectives and policy guidelines; reviews program funding needs, assists in the formulation of budget guidelines, and controls program activities within budgetary limits or policies; assists in the annual Agency budget and capital improvement programs; assists in training, directing and professional development of top level division personnel and evaluates their performance; assists in the coordination of the Agency's programs, plans, and operations between department heads; assists in the coordination of administrative functions with the County Board of Supervisors and other agencies and departments; assists in negotiating and recommending the controlling, monitoring, and evaluating of each service; assists in the preparation or evaluation of legislation affecting the operations of the Agency.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of the Resource Management Agency and its departments/divisions.
Public management and administrative procedures.
Principles and practices of program planning, evaluation, and monitoring.
Principles and practices of budget development, preparation and expenditure control.
Principles and practices of personnel management, effective supervision and training.
Pertinent Federal, State and local laws, codes and regulations relating to Resource Management Agency programs and functions.

Skill to:

Operate modern office equipment including computer equipment.
Operate a motor vehicle safely.

Ability to:

Deal effectively with complex management, personnel and sensitive public policy issues.
Interpret and evaluate Agency programs.
Assist in planning, managing and overseeing the programs, functions, and operations of the Resource Management Agency.
Present and direct in-service training programs.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and make recommendations in support of goals.
Assist in organizing intra-departmental operations.
Maintain and compile records.
Assist in the preparation of the Agency's budget and monitor expenditures.
Effectively represent the Madera County Resource Management Agency to the public, community organizations, and other government agencies.
Establish, maintain and foster positive and harmonious working relationships with members of the public, staff members, other County employees, and federal, state, and community agencies.
Prepare and present clear, concise and comprehensive written and oral reports and recommendations.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Four years of progressively responsible administrative management experience in a large complex organization, which included program planning, development and administration, including working with community organizations; and which would likely provide the required knowledge, skills, and abilities.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in a related field.

License or Certificate:

Possession of, or ability to obtain by date of appointment, a valid California driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with some ability to sit, stand, walk, kneel, crouch, stoop, squat, climb, and lift; some exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

Effective Date: January 2007